



CALIFORNIA DEPARTMENT OF TECHNOLOGY CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA DEPARTMENT OF TECHNOLOGY	RELEASE DATE:	Monday, August 17, 2015
POSITION TITLE:	Project Manager, Oil, Gas & Geothermal Data Management System	FINAL FILING DATE:	Friday, August 28, 2015
CEA LEVEL:	CEA B	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,985.00 - \$10,703.00 / Month	BULLETIN ID:	08172015_5

POSITION DESCRIPTION

"Final Salary will be commensurate with candidate's experience and pending Control Agency approval"

Under the general direction of the Executive Projects Director, California Project Management Office (CA-PMO), the CEA will be assigned to perform project management functions as a dedicated Project Manager (PM) in order to facilitate the successful delivery and completion of projects. The first assignment of the CEA will be to serve as the Project Manager CEA of the Oil, Gas & Geothermal Data Management System Project for the Department of Conservation. The CEA collaborates with the Director of the Department of Conservation, who is the principal policy maker for the department, formulating and implementing policies for the management of the programs that support Oil, Gas, and Geothermal Resources. The CEA represents the project on executive-level decision-making meetings and before the Legislature. The CEA may be assigned to directly manage one or more projects that may vary in size, complexity, and duration and may include multi-year Information Technology projects of a highly complex and sensitive nature involving large expenditures. The incumbent consults with other entities and stakeholders relevant to the strategic project roadmap on how and when to engage with other state departments, Oil and Gas Operators, the federal government, the legislature, and other public stakeholders in identifying and mitigating potential issues. Further, the CEA monitors the progress of implementation, assesses areas of delay or opportunities to accelerate the effort, and directs adjustments in implementation activities. The incumbent will manage projects according to established and standardized project management methods, guidelines, and principles and ensure that assigned projects follow all IT statewide policies, procedures, and standards. Responsibilities include:

- Providing management of the entire Project Life-Cycle, by managing the project through

initiation, planning, execution, monitoring and controlling, and the project closure process. Establishes the Organizational Change Management Program enabling staff through organizational transition from their current state to the desired future state.

- Directing the activities that will transform the Department of Conservation's administrative business processes, enterprise architecture, and direct all phases of the implementation of a large and complex information technology enterprise Oil, Gas & Geothermal Data Management System.
- Providing the leadership and organization necessary to develop a management information system and internet website for data collection on well drilling information and legislative reporting in accordance with Legislative Mandate (SB4) requiring oil and gas operators to submit well stimulation data regularly.
- Reviewing the legislative requirements, assessing impact to Department operations, recommending policy changes to department executives, and implementing changes necessary to ensure regulatory compliance and enforcement.
- Re-engineer business processes for permitting the exploration and production of oil and gas resources in California, to incorporate a new automated system that is able to receive electronic submission for operators to go into an Online portal and make automatic payments, track permit deliverables, receive auto-reminders for upcoming due dates and receive notification of permit expiration.
- Collaborates closely with the project sponsors, Conservation department executives, Agency Information Officer, Conservation Chief Information Officer, and Department of Technology's Executive Projects Director to ensure tight linkage between strategy and Division of Oil, Gas and Geothermal operations, and ensure project is moving towards their desired outcomes through agile, cost-effective, innovative, reliable, and secure technology. Participates and, as required, testify in sensitive IT meetings/hearings with the Legislature and the Legislative Analyst's Office.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in

Government Code Section 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATION(S)

The following experience factors will be considered in competitively evaluating each candidate:

1. Extensive experience managing large scale, complex projects that have statewide impact.
2. Knowledge of organization and functions of California State government, including the

organization and practices of Control Agencies, Legislature and the Executive Branch.

3. Ability to communicate effectively with others as demonstrated by strong written and verbal communication skills, strong negotiating skills, and particularly the ability to represent the California Department of Technology and the Department of Conservation effectively with the Administration, control agencies, Legislature, key customers, stakeholders and project staff.
4. Experience in obtaining buy-in and providing leadership to a large group of multi-disciplinary team members that do not report directly to the incumbent.
5. Knowledge of the structure, organization and function of a variety of technology disciplines, as well as local, State and federal initiatives and programs.
6. Ability to anticipate and manage complex issues affecting many organizations, including the ability to integrate all aspects of a strategy to assure resolution of issues.
7. Proven track record of gaining the confidence and trust of individuals in key positions in the project management arena.
8. Ability to evaluate products from multiple perspectives (customers, stakeholders, vendors, best practices) in order to develop standards for product approvals.
9. Ability to develop/obtain consensus on project direction that will ensure continuation of the development portion of the project and help ensure successful completion.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Project Manager, Oil, Gas & Geothermal Data Management System**, with the **CALIFORNIA DEPARTMENT OF TECHNOLOGY**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

This examination will consist of a review of the candidates' application and Statement of Qualifications by an executive screening committee, using predetermined evaluation criteria. Candidates will be screened on the basis of their background and demonstrated management experience as detailed in the Statement of Qualifications. The Statement of Qualifications may be the only basis for determining your final score and rank on the eligible list.

Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.) All applicants will be notified of their examination results. In order to be successful in this examination a minimum rating of 70 percent must be attained.

FILING INSTRUCTIONS

This "Statement of Qualifications" is a narrative discussion of the candidate's education and experience that would qualify them for this Project Manager, Oil, Gas & Geothermal Data Management System, CEA B.

Each candidate's Statement of Qualifications must clearly and concisely identify experience in the

following 3 categories and delineate responses in direct alignment with these 3 categories:

1. Management of Statewide Large Scale and Complex Projects

Describe the type of Statewide Large Scale and Complex Project experience you possess and how that experience will help you as the Project Manager for the Oil, Gas & Geothermal Data Management System Project.

2. Management of politically and publicly sensitive projects

Describe your role and responsibilities in working on politically and publicly sensitive projects and initiatives requiring written and verbal coordination and communication with Federal and State oversight entities, Legislative Staff, Governor's office representatives, program stakeholders, community interest groups, and the public.

3. Organizational Change Management and Business Process Reengineering Experience

Describe Organizational Change Management and Business Process Reengineering programs or processes you have developed or implemented and your primary role and responsibility as it relates to this experience.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CALIFORNIA DEPARTMENT OF TECHNOLOGY, Human Resources Branch
PO Box 1810, Rancho Cordova, CA 95741
Tammy Ervin | (916) 431-4062 | Tammy.Ervin@state.ca.gov

ADDITIONAL INFORMATION

Please see the official CEA exam bulletin on our website at:
<http://cio.ca.gov/About/Careers/Examinations.html>

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA DEPARTMENT OF TECHNOLOGY reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)